

Executive Order 2003-09
(Supplements Executive Order 2000-4)

Contracting with Women- and Minority-Owned Businesses

WHEREAS, Arizona Revised Statutes § 41-2535 directs, where practicable, procurements of less than \$25,000.00 to small business; and

WHEREAS, pursuant to Executive Order 2000-4, Arizona state agencies that are required by law to obtain three quotes for procurements of \$25,000.00 or less must also formally solicit at least one of the three quotes from a woman- or minority-owned business; and

WHEREAS, census data indicate that women- and minority-owned businesses comprise approximately 39 percent of all small business in the State of Arizona; and

WHEREAS, ensuring the inclusion of women- and minority-owned businesses in state procurement processes constitutes good public policy and increases the economic productivity and profitability of Arizona state businesses;

NOW, THEREFORE, I, Janet Napolitano, Governor of the State of Arizona, by virtue of the authority vested in me by the Constitution and laws of this State, hereby order and direct as follows:

1. All state agency heads and staff performing procurement functions are instructed to re-familiarize themselves with the requirements of Executive Order 2000-4 and assess their agency's compliance therewith since its issuance.
2. All state agency heads and staff performing procurement functions shall educate their employees about this Executive Order and Executive Order 2000-4 by, among other things, incorporating the existence, meaning and purpose of these Executive Orders into all relevant training procedures and manuals.
3. All state agency heads shall implement a system within 90 days of this Executive Order that shall track solicitations sent, and contracts awarded, to women- and minority-owned businesses pursuant to this Executive Order and Executive Order 2000-4. The system shall track (i) the total number of procurement awards of \$25,000.00 or less; (ii) the women- and minority-owned businesses solicited pursuant to Executive Order 2000-4; and (iii) the identity and number of women- and minority-owned businesses awarded contracts pursuant to Executive Order 2000-4.
4. All state agency heads and staff performing procurement functions shall rotate the solicitations required pursuant to Executive Order 2000-4 among all women- and minority-owned businesses capable of competently performing the procurement obligations at issue.
5. All state agency heads shall present to the Governor an annual report (to be delivered by electronic mail) by not later than the 30th day of May of each year, detailing the agency's compliance with this Executive Order and Executive Order 2000-4, including the results of the tracking system described in paragraph 3 above. To the extent, if any, that an agency has not previously complied with Executive Order 2000-4, the first such report (due May 30, 2003) shall detail the changes the agency is making to assure future compliance.

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IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona.

GOVERNOR

DONE at the Capital in Phoenix this 28th day of February in the Year Two Thousand and Three and of the Independence of the United States of America the Two Hundred and Twenty-Seventh.

ATTEST:

SECRETARY OF STATE